

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: July 9, 2008-July 31, 2008**

Announcement Number: 08-FCIP-001

Job Title, Series, Grade: Contracting Specialist, GS-1102-07/09, PD# 08z902 and 08z903

Salary Range: **GS-07 step 1:** \$39,330
GS-09 step 1: \$48,108

Promotion Potential: GS-12

Duty Location: Alexandria, VA

Who May Be Considered: US Citizens

Duties: The incumbent is responsible for varied activities required by the combination of professional duties in Federal and Commercial contract law, contract management and administration, project management, business administration, and financial or grant management.

Eligibility Requirements: Applicants must be U.S. Citizens.

Basic Requirements for the GS-07 and GS-09 levels:

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Qualification Requirements:

Specialized Experience:

For the GS-07 level: Fifty-two weeks of experience at the GS-05 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes

performing support activities related to contract management and administration, finance, **or** grants management.

For the GS-09 level: Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes performing activities related to contract management and administration.

OR

Education

For the GS-07 level: 1 full academic year of graduate education or law school or superior academic achievement.

For the GS-09 level: 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D in accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSABLE.

How to Apply: Submit the following materials, **no later than the closing date**, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm>)
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy identification number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience, specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**
3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the form. (For more information on Veterans' programs, please see the [VetsInfo Guide](#))
4. The following materials are recommended: A copy of a college transcript or a list of college course.

Application packages must be submitted **by the closing date**, via email or fax, to the following contact (mailed applications will not be accepted):

Jessica Stout- HR Specialist
Fax: 304-480-8358
Email: Jessica.stout@bpd.treas.gov

For Questions:

Jessica Stout
304-480-8336

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.